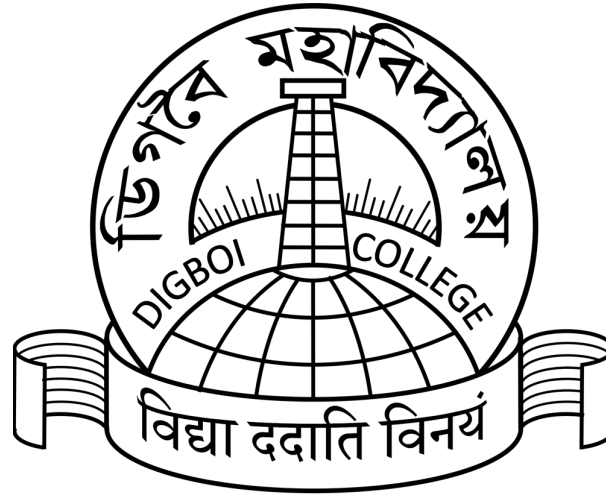


DIGBOI COLLEGE, DIGBOI

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2015-2016



ESTD 1965

**Submitted by IQAC
DIGBOI COLLEGE, DIGBOI
ASSAM - 786171**

Part – A

AQAR for the year (for example 2013-14)

2015-16

I. Details of the Institution

1.1 Name of the Institution

DIGBOI COLLEGE

1.2 Address Line 1

ITAVATA

Address Line 2

City/Town

DIGBOI

State

ASSAM

Pin Code

786171

Institution e-mail address

digboicollege@yahoo.com

Contact Nos.

03751-264416

Name of the Head of the Institution:

Dr. Dip Saikia

Tel. No. with STD Code:

03751-264416

Mobile:

+919954487650

Name of the IQAC Co-ordinator:

Dr. Jayanta Handique

Mobile:

9435531665

IQAC e-mail address:

digboicollege@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/10/A&A/92 dated 15/11/2015

1.5 Website address:

www.digboicollege.com

Web-link of the AQAR:

http://digboicollege.com/AQAR2015-16.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.60	2004	5 years
2	2 nd Cycle	B	2.47	2015	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

27/07/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.10 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		

Others (Specify)

- PGDCA under Dibrugarh University (one year Regular course)
- BA and MA in Economics, English and Political Science under Krishna Kanta Handiqui State Open University (KKHSOU), Guwahati, Assam.
- BA, B.Com & PG in Assamese Economics, Education, English, Mathematics and Political Science under Dibrugarh University Directorate of Distance Education.
- PGDJM under Dibrugarh University Directorate of Distance Education
- UGC sponsored Certificate Course on Human Rights Education
- UGC sponsored Career Oriented Course in Communication Skill.
- UGC sponsored Career Oriented Course in Hardware and Networking.
- UGC sponsored Career Oriented Course in Wild Life Conservation Biology.
- Diploma in Elementary Education (D.El.Ed) course under KKHSOU, Guwahati, Assam.

1.11 Name of the Affiliating University (*for the Colleges*)

DIBRUGARH UNIVERSITY
Dibrugarh, Assam

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

UGC-COP Programmes

Yes

Any other (*Specify*)

Community College

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

<p>National: workshop on Bird watching</p> <p>State Level:</p> <ul style="list-style-type: none">i. Panel Discussion on Zero Tolerance to Illegal Wildlife Trade.ii. Training Programme on Entrepreneurship Development.iii. Workshop on Communication skilliv. Workshop on Implementation of CBCS in colleges under Dibrugarh University <p>Institution level:</p> <ul style="list-style-type: none">i. Drama Workshop.ii. Interdepartmental seminar on subject related topicsiii. Workshop on Teaching in Elementary Leveliv. Seminar on Career in Government Job

2.14 Significant Activities and contributions made by IQAC

The IQAC has taken significant steps towards quality enhancement and development of the college. These can be enumerated as:

- 1) Process completed for NIRF.
- 2) Data uploaded in AISHE portal.
- 3) Online Spoken Tutorial provided to the students from IIT Bombay.
- 4) Teachers and students exchange programme with Kaliabor College and signed in MoU.
- 5) Participated in Isan Vikas Programme.
- 6) Motivating and encouraging faculties for research and extension activities and enhancement of the quality of teaching and learning
- 7) Holding meeting with the Students Union to discuss their needs and responsibilities
- 8) Nourishing eco-aesthetic sense through the activities of NSS, NCC and Beautification Committee.
- 9) Curbing the menace of Ragging through Anti-ragging squad committee.
- 10) Organising workshops, symposia and special functions for quality enhancement and overall development of the college. Significant ones are:
 - a. Fifteen days Drama Workshop organised from 1-15 July 2015;
 - b. Inauguration of Golden Jubilee and observation of Foundation Day on 15th July 2015;
 - c. Army Awareness Programme observed on 12th August 2015;
 - d. Student oriented Communication Skill workshop held on 26th September 2015;
 - e. Elephant Conservation Day organised jointly with Digboi Forest Division, Digboi and Digboi College on 1st October 2015;
 - f. Closing Ceremony of Golden Jubilee observed on 10-11 January 2016;
 - g. Workshop on Teaching in Elementary Education organised on 4-9 March 2016;
 - h. Seminar on Career in Government Job organised on 9th March 2016;
 - i. Voter awareness Programme organised on 18th March 2016;
 - j. Panel Discussion on Zero Tolerance to Illegal Wildlife Trade organised on 5th June 2016;
 - k. The International Yoga camp organized by NCC unit of Digboi on 21/06/2016.
 - l. Workshop on Bird Watching organized on 23.5.2016 by Bird Count India and Digboi College Hobby Centre in association with Wildlife Conservation Biology, dept of Zoology.
 - m. Training Programme on Entrepreneurship Development organised on 14-18 March 2016 by NSS unit in collaboration with Rajib Gandhi National Institute of Youth Development & ICTACT, Bangalore.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year* :

Plan of Action	Achievements
Internet Connection through satellite	Could not be done due to constraint of fund
Celebration of Golden Jubilee of the college	Successfully celebrated the year-long programme with closing ceremony on 10-11 January 2016
Publication of book commemorating Golden Jubilee	Published
Completion of Chemistry Laboratory	Completed
Organising student oriented workshop	Successfully organised Drama Workshop, workshop on Teaching in Elementary Education, Workshop on Communication Skill and Inter Departmental Seminar
Organising workshop on CBCS	Successfully organised
Organising Awareness Programme on wildlife conservation	Panel Discussion on Zero Tolerance to illegal wildlife Trade organised engaging Enforcement department and the Judiciary
Seminar on Career in Government Job	Successfully organised and 150 students were present.
Initiating construction of big classrooms	Matter discussed with authority and planning has done.

** Academic Calendar of the year is attached in Annexure I.*

2.16 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The reconstituted IQAC meeting held on 25/07/2016 accepted the AQAR for the session 2015-16.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	06	03	09	-
UG	06	-	03	-
PG Diploma	02	-	02	-
Advanced Diploma	-	-	00	-
Diploma	01	-	01	-
Certificate	04	-	-	03
Others	-	-	-	-
Total	19	03	15	03
Interdisciplinary	05	-	03	01
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

- Core option:
- English
 - Modern Indian Language – options for Assamese, Bengali, Hindi, Nepali and Alternative English
 - Environmental Studies
 - Multi-disciplinary course
 - Computer Skill or Communication Skill
 - Skill Based courses – options for Teaching in Elementary Level (TEL), Creative Writings (CWR) - for Arts and Repairing and Maintenance of Electronic Appliances (RME) - for science.

Elective options:

Computer Application, Economics, Education, Elective Hindi, Geography, History, Information Technology, Philosophy, Political Science, Rural Development, Botany, Chemistry, Computer Science, Electronics, Mathematics, Physics, Zoology, Accountancy and Management

Major and Speciality options:

Assamese, Economics, Education, English, Philosophy, Political Science, Botany, Chemistry, Electronics, Mathematics, Physics, Zoology, Accounting and Finance and Marketing

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	00
Annual	08

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Analysis of the feedback is provided in the Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabus of Computer Science was revised by Dibrugarh University. Units of various papers have been re-shuffled by the university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Major in Education started.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
60	34	26	0	0

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	5	0	0	0	0	0	0	0	5

2.4 No. of Guest and Visiting faculty and Temporary faculty;

2	3	8
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	11	60
Presented papers	8	8	-
Resource Persons	-	-	2

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Organising Student-teacher exchange programmes
- Organising Tutorial Classes on demand
- Conducting Remedial classes for weaker students
- Organising seminars, workshops, quiz, debate etc for promoting leadership quality of the students and enhancement of their communication skill.
- Organising frequent class tests, assignments, one to one interaction with students, group-wise guidance by guardian, teachers etc.
- Felicitating Meritorious students by awarding prizes and certificates.
- Felicitating the teachers obtaining M. Phil., Ph. D. and research projects and presenting papers abroad
- Encouraging to participate in orientation courses, refresher courses, short term courses for their knowledge up- gradation.
- Training faculties to use modern technologies in the class rooms.
- Using Modern technological tools such as LCD projectors, SMART BOARD in some class rooms.

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Internal Assessment is entrusted with the department.
- Multiple Choice Questions system in Sessional Examination is adopted by the certain departments
- Double valuation in Major Subjects
- Photocopy of answer scripts were provided to students on demand

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02		
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2.10 Average percentage of attendance of students

81

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	129		21.71	20.93	41.08	83.72
BCom	56		17.86	28.57	23.21	69.64
BSc	55		43.64	0	30.90	74.54

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Prepares an academic calendar informing admission, class, examination schedules, results and observation of significant days, holidays, vacation and that way, total number of class days enabling the Departments/Faculties to have proper teaching plans.
- IQAC has formed an Internal Semester Monitoring Committee (ISMC) for monitoring and for effectively implementing the semester system. The IQAC coordinator officiates as the coordinator of ISMC.
- Prepares Weekly class routine ahead of session start for proper distribution of course
- Suggests the teacher to prepare teaching plan semester wise
- Suggests the teacher to keep record of course progression
- Monthly monitoring of course progression
- Special arrangement for advance, average and slow learners
- Intimate the faculty about their performance on the basis of analysis of students' feedback
- Organises workshop and seminar to enrich the academic climates and enhance the learning process
- IQAC monitors and evaluates the performance of faculty by way of frequent visits to and meeting with the departments
- Provides necessary infrastructures helps for successful conduction of teaching learning process
- Ensures continuous internal evaluation
- HoD monitors course progression and ensures course completion in due time
- Student-Teacher exchange programme are organised
- Group discussion, Peer learning students' oriented seminar, workshop are organised

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	3
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others (Short Term)	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	04	0	14
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The college felicitates the teachers who obtain M. Phil., Ph. D. degrees and present research paper abroad.
- Encourages faculty members for Major and Minor research projects.
- The faculty members are encouraged to publish research books and research articles and to participate in National/ International seminars/ workshops etc.
- Significant research publications and award of research projects as well as research recognitions (e.g. role as resource person, chairperson) are reported in the college NEWSLETTER.
- Research committee keeps eye on the research activities of the teachers and ensures an atmosphere conducive for research activities.
- Digboi College Teachers' Unit (DCTU) Study Circle provides a platform for presentation of research works.
- Motivates the teacher to pursue research work and also to avail the benefits of FDP.
- Room for research works allotted.
- Access to INFLIBNET provided.
- Students are taken to other notable colleges/University to carry out their research projects under the guidance of the faculties

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	0	02
Outlay in Rs. Lakhs	0.1171	0.115		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	17	9	1
Outlay in Rs. Lakhs	0.009	0.345	0.5025	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	3	-
Non-Peer Review Journals	-	3	-
e-Journals	-	-	-
Conference proceedings	3	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC		
Minor Projects	2	UGC	1918000	141500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	1	College	30000/-	-
Students research projects <i>(other than compulsory by the University)</i>	1 yr/ One semester	College	40000/-	-
Any other(Specify)	-	-	-	-
Total	-	-	1988000/-	141500/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	NA	CAS	NA	DST-FIST	NA
DPE	NA			DBT Scheme/funds	NA

3.9 For colleges

Autonomy	Nil	CPE	-	DBT Star Scheme	-
INSPIRE	-	CE	-		

Any Other (specify)

UGC & State Govt.

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences organised by the Institution

Level	International	National	State	University	College
Number		01	03	01	04
Sponsoring agencies		Bird Count India and college	1. Assam College Teachers Association (ACTA) Tinsukia Zone, DCTU & college. 2. Aaranyak & College 3. Rajib Gandhi National Institute of Youth Development through ICTACT, Bangalore & College	College	College

3.12 No. of faculty served as experts, chairpersons or resource persons

10

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

5

3.15 Total budget for research for current year in lakhs:

From Funding agency

1918000/-

From Management of University/College

70000/-

Total

1988000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

0

SRF

0

Project Fellows

0

Any other

0

3.21 No. of students Participated in NSS events:

University level

0

State level

62

National level

0

International level

0

3.22 No. of students participated in NCC events:

University level

0

State level

13

National level

11

International level

0

3.23 No. of Awards won in NSS:

University level

0

State level

0

National level

0

International level

0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="12"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="01"/>	Any other	<input type="text"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Free coaching at Borbil High School
- Health Check-up Camp
- DCTU aids to fire victims
- Voter awareness Programme
- Human Right Awareness programme
- Science Exhibition at Ramnagar LP School
- Environmental Awareness Programme
- State level Chemistry Olympiad
- Awareness drive on Wildlife Conservation at Inthem, Margherita
- “Impact of climate change on Bio-diversity and its consequences” for the students at Ambagan Konistha Mahavidyalaya
- “Awareness on biodiversity losses and climate change” was organised at Naharkatiya College
- “Awareness programme on Bio-diversity and climate change” organised at Doomdooma College.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25.85 acres	0	0	25.85 acres
Class rooms	30	2	UGC	32
Laboratories	11	modernised	UGC	11
Seminar Halls	1	0	0	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	NA		UGC	1.58
Others	0	0	0	0

4.2 Computerization of administration and library

- The official works from admission to accounts have been computerised
- Internet facility has already been provided for students in the library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31447	3089483	1034	266708	32481	3356191
Reference Books	720	269160	34	12400	754	281560
e-Books	0	0	44		44	
Journals	1288	32475	545	23250	1833	55725
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	50	55000	0	0	0	0
Others (Magazine)	3193	57615	382	15280	3575	72895

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	48	4	5	8	10	8	13	0
Added	3	0	0	0	3	0	0	0
Total	51	4	5	8	13	8	13	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Registered/joined in Public Financial Management System (PFMS) of UGC
- Joined e-schemes of UGC
- Internet facility provided to students in the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.575
ii) Campus Infrastructure and facilities	0.18
iii) Equipments	2.6485
iv) Others	
Total :	3.4035

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Publication of details about various student support services in the college prospectus
- Held meeting with the Student's Union to inform the various support services for students
- Conselling for the First semester applicants at the time of admission
- Orientation on the first day of class.
- Information through Parent teacher meetings.
- Notice circulated in due time for various supports for availing by students.

5.2 Efforts made by the institution for tracking the progression

- Academic committee takes stock of students' performance.
- Departments maintain record of students' progression.
- Students' progression is tracked through continuous Evaluation.
- Results are analysed to find out students' academic development.
- Alumni association tracks alumni's progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1193	50	0	0

(b) No. of students outside the state

174

(c) No. of international students

0

No	%
701	58.76

Men

Women

No	%
492	41.24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
410	68	95	484	0	1057	403	77	110	603	0	1193

Demand ratio: 1.5 : 1

Dropout %: 28.6

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Counselling and Placement Cell (Entry into Service sub-committee) looks after the aspects of career coaching, guidance etc. and organises coaching classes, workshop and talks etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="4"/>

5.6 Details of student counselling and career guidance

- Counselling to applicants of First semester students prior to admission.
- A seminar on Career in government jobs was held at Digboi College on 9th March 2016 to motivate the students for various government jobs. The seminar was organised by Centre for entry into services of Dibrugarh University in association with Khan Study Group, New Delhi. Dr. A.R. Khan and his team from KSG, New Delhi had a fruitful presentation on the occasion.
- A Workshop On Communication Skill was organised by Digboi College Teachers Unit in association with ACTA, Tinsukia Zone on 26-09-2015 with a view to sensitise the students about importance of communication skills in various careers.
- A drama workshop was organized by Digboi College Students' Union from 01 to 15 July 2015 to motivate and train the students for career in drama performance. A renowned dramatist Mr. Luit Baruah (NSD Graduate) trained the students for the period.
- Training Programme on Entrepreneurship Development organised on 14-18 March 2016 by NSS unit in collaboration with Rajib Gandhi National Institute of Youth Development & ICTACT, Bangalore with a view to motivate the students for entrepreneurial career.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	10

5.8 Details of gender sensitization programmes

- Teachers arrange women empowering awareness programmes in the class rooms to help them to break social stigmas.
- Students are encouraged to perform cultural activities related to women empowerment.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	64	128380/-
Financial support from government	133	(Amount directly credited to the Beneficiary's A/C)
Financial support from other sources	18	36000/-
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Students complained about the congestion of students in the general courses and demanded construction of certain big classrooms. To redress the grievance, plan has been chalked out to construct big classrooms.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

The college has a vision of imparting quality education. Quality education would create holistic atmosphere for the students to cater to the demands of a modern technological and global world while inculcating in them the values and cultural heritage, India is known for.

Our Mission:

The college aims at-

- i) Educating its students to become responsible, competent and ethical citizens of the world with the skill to think creativity analyse critically and communicate effectively.
- ii) Encouraging the students to pursue their courses with resolute determination, equanimity of mind and honesty of character.
- iii) Fostering global competency among students so that they can prepare themselves for the opportunities and challenges of life.
- iv) Stimulating the academic ambience for quality sustenance and quality enhancement
- v) Building strong bonds with all the stake holders through dedicated team work, innovative strategies and commitment to excellence.

6.2 Does the Institution has a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The curriculum is designed by the parent University. Faculty from the college take part in the meetings of Board of Studies and Undergraduate Board as invitees. During 2015-16, two teachers acted member/invitee of BOS/UG Board.
- Syllabus of Communication skills has been framed by the Dept of English.
- Dr. Dip Saikia has been a member of the committee for Implementation of CBCS in degree colleges under Dibrugarh University.

6.3.2 Teaching and Learning

For quality improvement in the teaching learning process, the college adopts the following strategies-

- Free internet access teachers and students.
- ICT oriented teaching including use of SMART BOARD
- Remedial classes
- departmental seminar,
- Field trip,
- interactive class and one to one contact,
- class for stratified groups,
- Solving of previous years' questions.
- workshop on discipline related areas,
- Necessary and up to date teaching materials on course
- Extra class for course coverage and tutorial class on demand
- Quiz, debate, group discussions and Peer learning
- Using facility of Language labs,
- Showing course related videos.
- Teaching by eminent guest/visiting teachers.

6.3.3 Examination and Evaluation

- Examination conduction committee conducts the university examinations in the college centre.
- Some teachers on appointment by Dibrugarh University serve as paper setters, paper moderator, paper examiners, scrutinisers, head examiners, internal and external practical examiners etc.
- Internal examinations (two sessional tests and presentation/assignments) as per university guidelines are held.
- MCQ pattern for sessional exams has been stressed.
- The examined papers are shown to students for verification and mark sheets are displayed in the notice board. Photocopies of answer scripts are provided on demand.
- Record of students' progression.

6.3.4 Research and Development

- Budgetary provision for allocation of fund for departmental / inter- disciplinary research projects.
- Encouragement to teachers to procure Major/ Minor Research Projects, FIP and to attend National/ International seminars/ Workshop/ Conference etc.
- Screening of Research proposal by Research committee.
- Publication of book with Research oriented articles.
- Orientation to students for field work
- Field trips of students for carrying out projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Procurement of course related texts and quality reference books and journals for the library has been stressed. During this session, 1034 text books, 34 reference books, 545 journals and 382 other periodicals have added.
- Effective implementation of ICT
- Construction of infrastructure on priority basis. Indoor stadium project is on-going. Chemistry department has been completed with modern equipments in the lab.
- Installation of Instruments for research works. Research instruments have been installed in the Research Room.

6.3.6 Human Resource Management

- Principal manages the required human resource by discussing with the GB. He requests suggestions from the concerned departments/branch for Human Resource Management. Shortfalls in various dept/branches are filled with temporary/adhoc staff. During leave of teachers for Orientation/Refresher courses, other teachers of the department manage the classes.
- Various committees and cells are formed to carry out various administrative, curricular and co-curricular as well as community extension activities. Members for the committees are selected on the basis of their aptitude and expertise.
- The office staffs are deputed to attend workshop/training for their enhancement of work efficiency
- Experts in course related areas are invited to conduct classes.

6.3.7 Faculty and Staff recruitment

- The college authority adopts fool- proof policy in case of faculty and staff members.
- Vacancy is advertised through News Papers/ informed through employment exchange.
- Candidates are screened by a committee constituted as per UGC and the state Govt. Rules. Roster system is strictly followed.

6.3.8 Industry Interaction / Collaboration

Students visit the neighbouring industries under guidance of teacher for their project works.

6.3.9 Admission of Students

The college takes steps for wide publicity through notices, hoardings, banners, prospectus, web-site etc. The students are selected on the basis of merit. However, follows the reservation norms as laid by the Govt.; special consideration for disadvantaged students is taken.

6.4 Welfare schemes for

Teaching	DCTU Benefit Fund and Staff Benefit Fund
Non teaching	Staff Benefit Fund
Students	Digboi College Students' Aid Fund, General Insurance Scheme, DCTU Students' aid fund

6.5 Total corpus fund generated

1,00,000/-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NA	Yes	Principal, IQAC
Administrative	NO	NA	Yes	Governing body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college has been running with semester system. The course curriculum were revised/ updated by the university at the time of its implementation w.e.f. 2011–12 sessions.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Alumni Association actively contributed to the year long programme for celebration of Golden Jubilee of the college.

6.12 Activities and support from the Parent – Teacher Association

- Guardian members of the GB are always supportive in developmental works.
- Academic and related problems of students are discussed in the meetings of Parent Teacher Association. The suggestions are submitted to management for effective implementation and quality enhancement.

6.13 Development programmes for support staff

- Deputation of staff for training.
- Enhancement of salary for non-teaching adhoc/temporary staff.
- IQAC takes initiative to enhance the computer skill of the staff time to time.

6.14 Initiatives taken by the institution to make the campus eco-friendly

The college has taken plantation programme to make the campus eco-friendly and has declared the campus as polythene free zone. Moreover, the NCC cadets take up cleaning programme every now and then. Students actively participate in campus cleaning as part of Swachha Bharat Abhiyan and NSS drives. Students are sensitised for cleanliness through signboards. Many dustbins/waste-bins have been put up every here and there in the campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Reputed academicians/academic administrators are invited into special programmes in the college and interactions with the students are organised.
- Internal Academic audit continued.
- Academic and cultural activities, talks, debates etc. are organized department-wise.
- Students and teachers exchange programme.
- Field trip to IIT and Tezpur University.
- Environmental awareness for wildlife conservation.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The golden jubilee of the college was celebrated in a befitting manner by engaging all stake-holders of the college- teachers, students, alumni, parents, well-wishers and social activists of the locality. Experts of various intellectual arena including scientists/innovators of the stature of Dr. Uddhav Bharali, Diplomat Mr. Jaimini Kr. Bhagawati, academicians Prof. A. K. Buragohain, VC, Dibrugarh University, Mr. Imran Shah, eminent litterateur and former president of Asom Sahitya Sabha, Dr. Narayan Upadhyaya, (Alumni, Former Principal, Assam Medical college and Hospital) attended the final programmes. Distinguished persons were also invited to several occasions of the year long programme. A book with research oriented articles was published commemorating the Golden Jubilee celebration.
- Visit of NAAC peer Team was prepared and planned in a befitting manner. Assessment was completed in the best possible way.
- Construction of Chemistry Laboratory completed.
- Quality related workshops and student oriented workshop/seminars have been successfully organised.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- I. Wildlife Rehabilitation Drive*
- II. Coaching to school student*

Details are provided in Annexure III

7.4 Contribution to environmental awareness / protection

Environmental Awareness / Protection Activities during 2015-16

1. Students participated in the Field Trip to Dibru Saikhowa NP organized by Department of Zoology, Digboi College, Digboi, dated on 27th September, 2015.
2. Students of Zoology Department, attended a Workshop on Butterfly, held at Manas National Park, dated from 1st to 5th October, 2015.
3. Popular Talk on Biodiversity was organized at Doomdoma College, Assam, on 30th September, 2015.
4. Celebration of Wildlife Week, 2015, organized by Digboi Forest Division and Department of Zoology, Digboi College, Digboi, dated on 1st October, 2015, held at Digboi College.
5. Awareness on Biodiversity Losses and Climate Change was organized at Naharkatiya College, Assam, on 2nd October, 2015. Resource Person: Rajib Rudra Tariang.
6. Participated in the, "Butterfly Northeast Meet, 2015", organized by Butterfly Northeast, Fluttery, WWF, Atree, Forest Department of Bodoland Territorial Division, Aaranyak, NgunuZiro and Butterflies and Moths of Sikkim, dated from 25th to 28th October, 2015 held at Bornodi Wildlife Sanctuary and Kalingduar Reserve Forest, Assam.
7. Impact of Climate Change on Biodiversity and its Consequences"; for students at AmbaganKonistha Mohabidyalaya, Koliaboar, Nowgaon dated on 29/10/2015.
8. Nature Trails inside Digboi College Campus, 2015 for HS students, organized by Digboi College, dated on 15th November, 2015. Resource Person: Rajib Rudra Tariang.
9. Making a safe passage of Elephant Movements at the Golai Elephant Practically and Physically, organized by the Department of Zoology, Digboi College in collaboration with Digboi Forest Division from 20th November to 15th December, 2015 in the evening hours daily from 4:30 PM to 8:00 P.M.
10. An Awareness drive on Wildlife Conservation was organized for the people of Inthem, Margherita, Assam, dated on 26th November, 2015. Resource Person: Rajib Rudra Tariang.
11. A Nature Field Trip was organized by Zoology Department, Digboi College for the students of Digboi College, dated on 29th November, 2015.
12. Students of Zoology Department, Digboi participated in the Field Course in Conservation Biology from 30th November to 4th December, 2015 at Gibbon WLS, Jorhat.
13. Field Orientation and Demonstration on Nature Trail, acted as Resource Person for the students of Guru Teg Bahadur Secondary School, Tinsukia, dated on 22nd November, 2015 at Guijan Ghat, near Dibru Saikhowa National Park. Resource Person: Rajib Rudra Tariang.
14. Nature Trails inside Digboi College Campus, 2016 for HS students, organized by Digboi College, dated on 24th January, 2016. Resource Person: Rajib Rudra Tariang.
15. Students of Zoology Department participated in the Nature Orientation Camp at Dehing Patkai WLS (Joypure) from 30th Jan to 1st Feb, 2016.
16. Orientation on Wildlife Laws, organized by Wildlife Conservation Biology, Zoology Department, Digboi College, Digboi on 4th February, 2016.
17. Celebration of World Wetland Day, 2nd February, 2016, organized by Wildlife Conservation Biology, Zoology Department, Digboi College, Digboi, dated 2nd February 2016.
18. Celebration of Big Bird Day 2016 at Dehing Patkai WLS (Saraipung) organized by Wildlife Conservation Biology, Zoology Department, Digboi College, Digboi, dated 9th February 2016. Resource Person: Rajib Rudra Tariang.
19. Field Orientation for Students at Dehing Patkai Wildlife Sanctuary, 2016, organized by Wildlife Conservation Biology of Zoology Department, dated on 15th May, 2016.
20. Workshop in Birdwatching, organized by Wildlife Conservation Biology of Zoology Department, Digboi College along with Digboi College Hobby Centre and Bird Count India, dated on 23rd May, 2016.
21. Celebration of World Environment Day, 2016, organized by the Wildlife Conservation Biology of the Department of Zoology, Digboi College, Aaranyak and NSS, Digboi College Unit, dated on 5th June, 2016, held at Digboi College Auditorium. The various programme on the said day was held were Painting and Quiz competition among College and School students and a Workshop on the, 'Zero Tolerance for Illegal Wildlife Trade', for the Police, Forest, Indian Army and the Students.
22. Workshop on Lab and Basics in Lepidoptera of Micro and Large Moths, organized by Wildlife Conservation Biology of Zoology Department of Digboi College, dated on 11th June, 2016, held at Zoology Department of Digboi College, Digboi.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p>Strengths:</p> <ul style="list-style-type: none">• Academic and natural environment of the college.• Energetic and dedicated staff.• Diversity of programmes and courses.• Library resources. <p>Weaknesses:</p> <ul style="list-style-type: none">• Water resource in the campus.• Congested class room.• Full digitalization of library.• Lack of Industry collaboration. <p>Opportunities:</p> <ul style="list-style-type: none">• Opening of PG and Career oriented/vocational courses.• Collaboration/ support from neighbouring industries (OIL, IOC) <p>Threats:</p> <ul style="list-style-type: none">• Financial constraints.• Infrastructure for additional programmes/courses.
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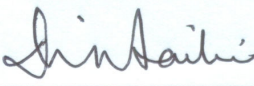
8. Plans of institution for next year

<ul style="list-style-type: none">• Construction of big classrooms.• Construction of a double storied building adjacent to the Zoology Department.• Erection of the college boundary wall to the west border.• Construction of a water reservoir in the low land area of the college.• Establishment of a "Wild Life Care and Treatment Unit".• Establishment of an "Ethnic Cultural Centre".• Installation of a Solar Power Unit.• Organization of national / international seminar.• Completion of Indoor Stadium and new Dining Hall in the girls' hostel.

Name: Dr Jayanta Handique

Name: Dr. Dip Saikia





Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure I

ACADEMIC CALENDER for 2015-2016

(Recommended by the Academic Planning Committee, Dibrugarh University & Assam Higher Secondary Education Council)

Date(s)	Event(s)
15 th June, 2015 (Monday)	Commencement of 3 rd /5 th Semester Classes of the BA/ B.Sc./ B.Com Programmes
25 th June, 2015 (Thursday)	Observation of Rabha Dibas
22 nd June, 2015 (Monday)	Commencement of the 1 st Semester Classes of the BA/ B.Sc./ B.Com Programmes & HS 1 st Yr (Arts/Science/ Commerce)
1 st -30 th July 2015	Semester End vacation
15 th July, 2015 (Wednesday)	College Foundation day
18 th August, 2015 (Tuesday)	Merit awards distribution & Fresher's Social
14 th August, 2015 (Friday)	Last date for submission of Filled in Registration Forms of the BA/ B.Sc./ B.Com 1 st Semester Students
15 th August, 2015 (Saturday)	Observation of Independent Day
29 th August, 2015 (Saturday)	Students' Union Election
31 st Aug– 4 th Sept.2015	1 st Sessional Examination of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes Unit Test-I for HS 1 st Year & 2 nd Year
5 th September 2015 (Friday)	Observation of Teacher's day
17 th Sept, 2015 (Friday)	<ul style="list-style-type: none"> • Last date of notification of the marks of the 1st Sessional Examination in the departmental notice boards • Counselling for the BA/B.Sc./B.Com 1st Semester Students and Mid Semester Feedback Assessment
26 th Sept., 2015 (Saturday)	Last Date for Assignment Submission by the students (if any) of the BA/B.Sc./B.Com Programmes in the Semester System
September 2015 (2 nd Half)	Submission of examination forms for HS Final Exam. 2015
18 th -19 th September, 2015	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion etc.
30 th Sept., 2015 (Wednesday)	Last date for submission of Exam-Form Fill up of the 1 st / 3 rd /5 th Semester Classes of the BA/ B.Sc./ B.Com for End Semester Examinations 2014
10 th - 14 th October, 2015	2 nd Sessional Examination of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes Unit Test-2 for HS 1 st Year & 2 nd Year
17 th October, 2015 (Saturday)	<ul style="list-style-type: none"> • Last date for notification of 2nd Sessional Examination Marks in the Departmental Notice Board • Completion of the 1st / 3rd /5th Semester Classes of the B.A./ B.Sc./B.Com Programmes
1 st -30 th November, 2015	End Semester Exam of the BA/ B.Sc./ B.Com Programmes Unit Test-II for HS 2 nd Year
1 st -31 st December, 2015	Semester End vacation & Golden jubilee conclusion ceremony
1st January, 2016	Commencement of the 2nd /4th /6th Semester Classes of the BA/ B.Sc./ B.Com
5 th – 7 th January, 2016	College Week
10 th –12 th January, 2016	Golden Jubilee Closing Functions
15 th Feb—14 th March, 2016	Final Examination for HS 2nd yr
23 rd -27 th February, 2016	1 st Sessional Examination of the 2nd, 4th & 6th Semester classes of the B.A./B.Sc./B.Com .
1 st – 3 rd March, 2016	Counselling for the Students of the BA/B.Sc./B.Com Programmes and Mid Semester Feedback Assessment (one day)
4 th March, 2016 (Friday)	Last date for Notification of 1st Sessional Examination Marks of the 2nd, 4th & 6th

	Semester BA/ B.Sc./ B.Com Programmes in the Departmental Notice Boards
8th—31st March, 2016	Annual examination for HS 1st yr
14th – 15th March, 2016	Internal Assessment for 2nd, 4th & 6th Semesters of the B.A./ B.Sc./ B.Com through seminar/ group discussion etc.
18th – 22th March, 2016	Form fill-up of the B.A./ B.Sc./ B.Com. End Semester Examinations
4th -8th April, 2016	2nd Sessional Examinations of the 2nd, 4th & 6th Semester classes of the B.A./B.Sc./B.Com.
18th April, 2016(Monday)	Last date of submission of Assignment by the students of 2nd, 4th & 6th Semesters of the BA/ B.Sc./ B.Com Programmes.
19th April, 2016(Tuesday)	Last date for notification of 2nd Sessional Examination Marks of the BA/ B.Sc./ B.Com .in the Departmental Notice Boards
20th April, 2016(Wednesday)	Completion of the 2nd, 4th & 6th Semester classes of the BA/ B.Sc./ B.Com.
27th April, 2016(Wednesday)	Commencement of the HS 2nd Yr (Arts/Science/ Commerce) classes
27th –30th April, 2016	Admission in to the HS 2nd Yr (Arts/Science/ Commerce) classes
2nd -31st May, 2016	End Semester Examinations of the B.A./ B.Sc./ B.Com.
11th -30th May, 2016	Admission notice & completion of the Admission process in the BA/B.Sc./B.Com 1st Semester Classes & HS 1st Yr (Arts/Science/ Commerce)
1st June, 2016 (Wednesday)	Commencement of the 1st/ 3rd /5th Semester Classes of the B.A./ B.Sc./ B.Com. & HS 1st Yr (Arts/Science/ Commerce)
1st -5th June, 2016	Admission in to the BA/B.Sc./B.Com. 3rd & 5th Semester Classes
20th June, 2016 (Monday)	Rabha Divas
1st—31st July,2016	Mid Semester Vacation
15th July, 2016 (Friday)	College Foundation day
1st August 2016, (Monday)	Re-Commencement of the 1st/ 3rd /5th Semester Classes of the BA/ B.Sc./ B.Com Programmes & HS 1st Yr & 2nd Yr (Arts/Science/ Commerce) Classes

Analysis of the Students' Feed back

Students' Feedback was prepared to evaluate the teachers performance and on the curriculum, teaching, learning, evaluation and the various facilities in the college. The students recorded their views on printed format. The format is divided into two parts – Part-I consist of 10 parameters to evaluate the faculties of the college and Part-II consists of 20 parameters regarding the overall administration and facilities of the college. The feedback form provided a grade scale (very poor, poor, average, good, and excellent) to the students to evaluate the feedback parameters. For an impartial analysis on feedback, the data was collected from the twenty different departments of the college from the different semesters including science, arts and commerce stream. Basic statistical tools are used to analyse each criterion and are presented in charts.

The average performance of the faculties was found ranging from good to excellent in terms of the score received from the students in all the 10 parameters. But, in a few cases it was noticed the average grade or lower. In this regard, suggestions, counselling and support have been provided to concerned faculty for enhancement of teaching-learning performance for quality education.

Best practice – I

1. Title of the Practice:

Wildlife Rehabilitation Drive

2. Goal:

The chief objective of this practice is to rescue wildlife including animals, birds, reptiles etc. found in and around Digboi College, Greater Digboi area and beyond. Animals that come out of the nearby Dehing Patkai Reserve Forest most of the time fall prey to humans and machineries. Under this rehabilitation drive, attempts are taken to physically rehabilitate them to their natural abode of the forest. Moreover, attempts are there to aware the public regarding various aspects of wildlife protection and rehabilitation.

3. The Context:

With the increasing threats to wildlife in the recent times, it is only mean to say that we should contribute to wildlife protection and rehabilitation. The need is not only to physically rehabilitate the wildlife to their natural environment, but to educate all people for wildlife protection and aware them of the benefits of wildlife and also about the way they can contribute to their rehabilitation.

4. The Practice:

The practice has two basic segments- physical service and awareness programmes. The physical service includes the active rescue operations carried out by several teachers of the college and treatment of the injured animals at the Wild Life Care and Treatment Unit presently being conducted from the Dept of Zoology. It also includes providing food sources to endangered birds, butterflies etc. The awareness programme also has two components- training to forest personnel, teachers, students and the public for rescue of animals/ for rescue operations as well as sensitizing the school students and the public regarding the protection wildlife through meetings, presentations and wildlife photography. Under this practice, several wild animals have been rescued and treated at the Zoology Dept. Many awareness programmes have been organized at different schools in the region which been listed at sub-criterion 7.4.

As part of this practice, linkages have been created with *Aaranyak*, an environmental NGO, Bird Count India, Assam Science Society etc. The **Wildlife Conservation Extension Centre** at Saraipung is under the care of Digboi College itself.

5. Evidence of Success:

The public of the surrounding area have come to take keen interest in wildlife protection. The School students have come to realise the benefits from wildlife. Snakes that were once threatened by human being have been rescued. The calls of the public to the faculties of the college to save and treat wildlife signify the faith the faculties have created among the public. The treatments of the injured animals have shown positive results.

6. Problems Encountered and Resources Required:

Several major problems are encountered in carrying out this practice. Time, courage, patience and dedication as well as money and infrastructures are required. Unfavourable weathers, mortal road conditions add to the discomfitures of the rescuers. Training the illiterate people particularly to fight against superstitions connected with wildlife killing is a great challenge. Resources required are transportation system, money for recurring expenditures, certain tools, presentation materials, fauna for food sources and technology.

7. Notes:

The general public have been enlightened in wildlife protection. Several wild animals have been treated in the college. The fruit orchard established in the college has attracted several species of butterflies. Construction of Wild Life Care and Treatment Unit will be certainly able to provide the best of service to wildlife rehabilitation.

Best practice – II

1) Title of the Practice:

Free Coaching to school student

- 2) Goal:**
- To extend services to society as part of Corporate social responsibility.
 - To provide help to the nearby schools having shortage of staff.
 - To fruitfully utilize the expertise of the faculty and meet the needs of the school students.
 - To teach the school students the basics of subject and prepare them for the higher classes.

3) The Context:

Performance of students in the college is resultant not only of the teaching learning activity in the college but also of their basic knowledge of the concerned subjects. Intensive coaching on the various subjects of school level may significantly develop the knowledge level of the students. Quality school education may lead to quality higher education.

4) The Practice:

Nearby feeder schools and newly established schools are contacted for arranging the coaching by college teachers. College administration or College Teachers' Unit prepares the schedule for the coaching in consultation with the concerned school(s). The schedule is circulated among the concerned teachers and the Head Master of the concerned school. The school Head Master informs the beneficiary students. Classes are conducted as per favourable timings of the students and the school. Best possible efforts are taken to cater to needs of the students as regards their subject.

5) Evidence of Success:

The practice has brought about a good understanding between the college and beneficiary schools and students, and that way the society of the locality. The college has come to understand the strengths and weaknesses of the students of the feeder school/newly created students.

6) Problems Encountered and Resources Required:

There is no major financial involvement in implementing this practice as the teachers provide the service free of cost. The notable problems encountered are timings of the schools, i. e., arrangement of class outside the class timings of the schools. Resources required are faculty, school textbooks and time management.

7) Notes:

School students are noticed to enthusiastic to attend the extra coaching classes. The teachers of beneficiary schools request for more classes of this nature. The school authority is greatly pleased to have the academic support of the college staff. On the whole, the practice has been enjoyable to the college teachers and greatly supportive to the school students.